



# SCHOOL *for the* Deaf & Blind

*giving kids the building blocks to independence*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
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[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT: Montana School for the Deaf and the Blind**

**DIVISION:** Education

**JOB TITLE:** Supervising Interpreter/Tutor

**STARTING SALARY:** Dependent on education and years of experience

**LOCATION OF JOB:** Great Falls

**SUPPLEMENT REQUIRED:** Yes

**STATUS:** Full Time Permanent

**PAY GRADE:** Contract Exempt

**POSITION NUMBER:** 51398013

**BARGAINING UNIT:**

**START DATE:** August 19, 2013

**CLOSING DATE:** until filled

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**TYPICAL DUTIES:**

- Plans yearly interpreter schedules and makes daily substitute adjustments as necessary. Use understanding of difference between Sign Language and Sign Systems to select appropriate placement of interpreters with students including the case of extracurricular activities.
- Evaluates interpreters based on strengths and areas for improvement as determined by the interpreter's Educational Interpreter Performance Assessment as well as evaluates current level of employment productivity. Use these evaluations to help subordinates establish professional development goals and work toward achievement of these goals.
- Provide support to interpreters in way of classroom observation, discussion of the interpreter's mental processing, and how mental processing relates to achievement of message equivalence while still supporting the empowerment of the teacher/student dynamic in the public school setting.
- Substitute interpret in the public school for interpreters who are absent for various reasons
- Interpret for MSDB campus activities including but not limited to assemblies, disciplinary meetings for staff or students, IEP meetings, business meetings, and staff activities.
- Coordinate and plan activities related to sign language development goals of staff & supervises the Sign Language Proficiency Interview (SLPI) committee. Ensure that SLPI results are communicated in a positive way to staff members. Copy interviews into disc format from video cameras.
- Work with other deaf staff members to ensure common signs are used for routine activities such as social skill goals, lockdown/evacuation procedures, or signs for curriculum that will be seen in testing environments.
- Work with Outreach, Office of Public Instruction, and other constituents to explain and clarify the role of the interpreter in the classroom, share best practices in the field of interpreting, as well as provide support and ideas related to child success within an interpreted education.
- Work in concert with Principal and Supervising Teacher to provide inclusion support which includes in-service training for LEA teachers and support staff providing service to deaf/hard of hearing students.
- Other duties include: Mentors new interpreting staff as needed. Hold quarterly interpreter meetings. Coordinate and supervise placement of interns. Serve on committees – safety, supervisory, planning, etc. Write reports and articles to support MSDB's public awareness. Oversee tutoring services.

**EDUCATION AND EXPERIENCE:** Completion of an Interpreter Training Program that leads to an RID/NAD Certificate, Associates or Bachelors Degree in Interpreting, B.A. in Education of the Deaf, Child Development, or Special Education. EIPA score 4.5 or above, or satisfactory score on other ITP assessments, SLPI Rating of Advanced Plus. Three (3) years of successful employment in a school setting as an interpreter or other position where sign language was utilized to communicate with deaf or hard of hearing children on a daily basis. Preference given to those with supervisory experience.

## KNOWLEDGE AND SKILLS:

- Knowledge of RID, EIPA and NAD testing and evaluation systems
- RID Certification; EIPA score of 4.5 or better and SLPI of Advanced Plus
- Knowledge of mentoring and ASL linguistics
- Understanding the roles and responsibilities of an interpreter and members on an educational team
- Development of language in deaf children as part of their educational experience
- Factors that impact deaf or hard of hearing students' educational experiences
- Social and emotional experiences of deaf and hard of hearing children in the public school setting
- Public education and special education history, laws and the ER/IEP process
- Use of technology for networking and peer support
- Effective interpersonal communication using negotiation, problem-solving and conflict management as necessary
- Ethical fitness
- Effective writing and public speaking skills
- Commitment to professional development
- Cultural mediation between the deaf and hard of hearing and hearing staff, students and the public
- Compliance with policies and procedures of the school
- Effective working relationships with the teachers, support staff and the students
- Knowledge of systems/organizations and how they operate
- Organizational and time management skills

**BENEFITS:** Full insurance package

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications may be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/05). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Transcripts or all coursework leading to degrees or licensure.
4. Copies of Professional Licenses which are applicable to the requirements of the position.
5. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
6. Signed and dated Applicant Release of Information form.

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**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

*The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.*

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